

**EFFECTIVE**

May 1, 2019.

**Subject(s)****Administrative Policy Human Resources (APR)****APR- 210, Reasonable Accommodation**

The Michigan Department of Health and Human Services (MDHHS) accommodates qualified employees, or qualified applicants, with a disability. Some telephone numbers in central office human resources has changed.

The reasonable accommodation coordinator (RAC) telephone number is now 517-335-0020.

The Office of Human Resources telephone number is now 517-335-0968.

*Reason:* New telephone system.

**Administrative Policy Organization (APO)****APO-100, Policy and Procedure Guidelines**

The policy manuals contain the Michigan Department of Health and Human Services (MDHHS) official policy. All MDHHS staff and Department of Education Office of Great Start for the Child Development and Care program (CDC) staff have access to read-only files for current and historical policy. To open the policy manuals application from the start menu, select [Policy Manuals](#).

*Reason:* Policy updated to fix broken links.

**APO-127, Telecommunications**

The Bureau of IT Support Services, Smart Device and Technology Services, is responsible for coordination of the following services:

- Telephones.
- Telephone service.
- Installation, moves, additions, changes and disconnects.

Users, who have an assigned State of Michigan (SOM) mobile device (iPhone), will not be eligible to obtain or retain a desk telephone. Exceptions may apply.

*Reason:* Name change and added information about making international calls.

### **APO-217, Ergonomic Workstation Requests**

The Michigan Department of Health and Human Services (MDHHS) adjusts a job or work environment to enable a worker to perform the job. Types of accommodations include:

- Making existing facilities readily accessible and usable.
- Restructuring job duties or tasks.
- Modifying work schedules.
- Acquiring or modifying equipment or devices.
- Providing readers or interpreters and modifying exams, training materials or policies.

*Reason:* The facsimile number for Jean Stacey has changed to 517-335-0020.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[APO 100](#)

[APO 127](#)

[APO 217](#)

[APR 210](#)